



**azturbocourt.gov**

## **E-filing Online with AZTurboCourt**

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**Supreme Court and Court of Appeals Division 1**

**E-filing User Manual for Court Reporters  
November 18<sup>th</sup>, 2011**

# Register for System Notifications

An automated notification program is available to provide the latest AZTurboCourt information regarding *System Notifications, Enhancements, Training Information and Policy Updates*.



## ***Why Register for System Notifications?***

Receive advanced notification of:

- News and updates regarding AZTurboCourt
- New applications available to your county
- New training modules added to our webpage
- New policy decisions regarding AZTurboCourt

**To sign up for System Notifications just go to**

**<http://azcourts.gov/azturbocourtinformation>**

**and click on *Register for System Notifications***

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# AZTurboCourt Registration

- **One** person in your organization completes initial registration.
  - This person becomes an administrator by default.
  - See next section for definitions of administrators and basic users.
- **Do not register yourself without verifying your organization's registration plan.**

## Considerations for organizational structure and registration plan:

Should the entire organization register together, or should each department register separately?

How many administrators will you have? What positions may need administrative capabilities?

Do you have public email folders that everyone can view? (This may be a good choice for the default email address in initial registration.)

## Pre-registration considerations

### Definitions for Administrator and User:

Administrator(s)	User
View all form sets created by all users associated with organization	View only form sets created by this user account
Create new users	N/A
Inactivate user access levels	N/A
Change user access levels	N/A
Change user passwords	Change password for this user account
Edit organization account information	N/A
Change profile information for any user	Change profile information related to this user account
Change email preferences for this administrator account	Change email preferences for this user account

## Remember:

- The first person that registers is automatically an administrator.
- Users will receive an email after registration and can then change their password and login (username). The email will not contain the password, so you must notify them with the information separately.
- The email address provided in initial registration will receive all messages related to each filing by every registered user.
- Many organizations use a public folder email address as their initial registration email. Click [here](#) (or see pg. 8) for instructions on changing the organization's default email address.
- Login (username) and email addresses are unique.

## Registering:

URL: <http://www.azturbocourt.gov>

1. Click this link and click on the e-filing icon.
2. Select Arizona as the jurisdiction from the map on the left side of the screen.
3. Click **Register**.



4. Enter contact information. A red asterisk indicates required information (\*).
5. Choose an email notification preference.
6. Click **next** and proceed to step 2: **account details**.
7. Fill in all fields, even those not required (this will save you time at the e-filing stage).

8. Designate an organization type (see next section for organization type definitions).
9. Agree to the terms and conditions of the user agreement and click **register**.

## Organization Type Definitions

Please read the descriptions below to help select the appropriate user type for your registration.

**Individual:** Pro-se (self-represented)

A person representing himself or herself in a lawsuit.

**Business:**

A person filing or responding to a lawsuit on behalf of a company, sole proprietorship, partnership, association and/or corporation.

A person should file as an attorney, not a business, if they are an active member of the State Bar.

**Attorney/ Law Firm:**

An attorney, professional law association, corporation or partnership authorized to practice law. Also, a person employed by an attorney or law firm who is authorized to file on behalf of the licensed attorney (i.e. paralegal, legal secretary).

**Non-Exempt Government Organization:**

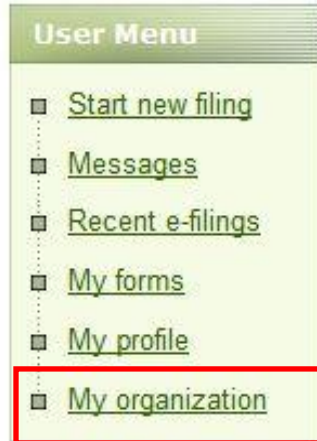
A person or attorney authorized to represent a governmental body charged with administering and implementing legislation that is required to pay application fees or filing fees under state law. If you are not sure whether you are non-exempt, contact the court where you plan to file.

**Exempt Government Organization:**

A person or attorney authorized to represent a federal court, or a state, county or city governmental body, charged with administering and implementing legislation, that is NOT required to pay application fees or filing fees under state law. If you are not sure whether you are exempt, contact the court where you plan to file.

## Adding a user account

1. Log in as administrator (only administrators can add additional users).
2. Click on **My organization** (in the User Menu).



3. Click **Add Account**.



4. Enter all required information. If entering information for an attorney, make sure to enter a bar # and phone #.

Note: Each added user will receive an email notification of account set-up. The user can log in and change the password after receiving this notification.

## Editing Organization Information

Any administrator can edit organization information, including law firm name, default email address, contact person and contact phone number.



1. Update or replace designated information.
2. Click **Save**.

Note: This is the only area where you can update the organization email address.

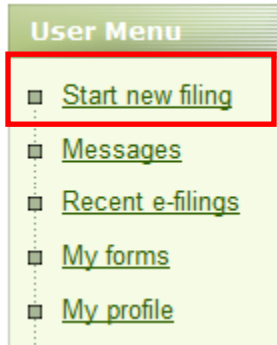
A screenshot of a web form titled 'Info'. The form contains four input fields: 'Law Firm Name' with the value 'Law Offices of Bill Johnson', 'Email Address' with the value 'billjohnson@hotmail3.com', 'Contact Person' with the value 'Bill Johnson', and 'Contact Phone' with the value '(480) 215-1111'. There is an information icon (i) next to the phone number field and an 'ext.' label with an empty input box. At the bottom of the form are two buttons: 'Save' and 'Cancel'.

## Inactivating a user account

1. Click **My organization**.
2. Select the user to inactivate. Click on the username.
3. From the status menu, select **Inactivate**. Click **Update**.

# User Menu

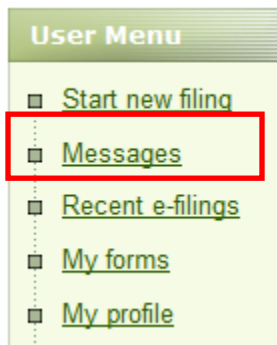
## Start a new filing



This link places you on the home page.

You can now select your case type from the list under **Start my case in Arizona**.

## Messages



The **Messages** link provides a list of system-generated messages.

Messages will contain your filing status.

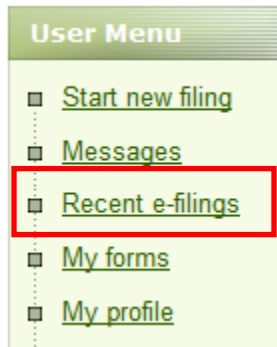
The message may also contain communication from the clerk's office with important information related to your filing.

Administrators can view messages sent to all registered users.

Users can view messages related to submissions done with their login (username).

You may also receive messages via email. To change your email preferences, go to **My profile** from the User Menu.

## Recent e-filing

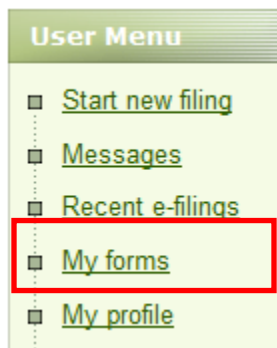


The **Recent e-filing** link allows for quick access to your most recent submission.

**Advanced search** allows access to other filings.

Check **recent messages** takes you back to the messages screen.

## My Forms



The **My forms** link lists form set #'s created by user.

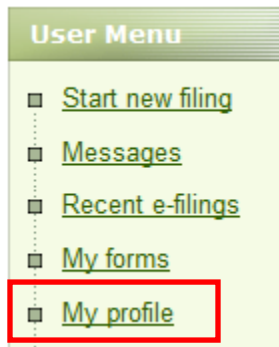
An administrator can see all form sets created for entire firm.

A user will only see submissions done under their log in and password.

System defaults to organize by form set number, most recent to less recent.

You can Sort by eight categories listed across the top of the table i.e. submission name puts filing in alphabetical order. System will default sort by form set #, organized by recently completed form set # to less recent.

## My Profile



The profile page link allows updates to contact information, username, password, and email notifications.

To change contact information, just delete the field and enter new information.

Click **update**

To change username, delete current username and enter new one.

Answer security question.

Click **update**

Remember: Usernames are unique, if someone else using TurboCourt is already using your username, you must choose a different name.

Please note: If other people are using your username and login to e-file make sure to communicate any changes to the account.

# Submit an E-filing

In order to access appellate e-filing through AZTurboCourt visit:

[www.azturbocourt.gov](http://www.azturbocourt.gov)

**TurboCourt** Family Law, Child Custody, Guardianships/Probate, Domestic Violence, Housing, Evictions, Small Claims

Home | **Login** | Register | Help | Exit

Login Password [Login >](#)

Timeout in 30 min

### Jurisdictions

You are in **Arizona**  
[Change Jurisdiction](#)

### How it works

[view >](#)

## Prepare and file your case online in 3 EASY STEPS

- 1 We'll **GUIDE** you through a customized interview
- 2 **PREPARE** the exact documents you need
- 3 **HELP** you file<sup>1</sup> and prepare the next steps

It's as easy as that - a do-it-yourself service that's fast and stress-free!

### Start your Case in Arizona [change](#)

- ▶ **Eviction Action** [start now >](#)  
Start or respond to an eviction case.
- ▶ **Small Claims** [start now >](#)  
Lawsuits involving money disputes of \$2,500 or less for people not represented by an attorney.
- ▶ **Civil Lawsuits** [start now >](#)  
Lawsuits of \$10,000 or less - Contract disputes, collections, automobile accidents and more.
- ▶ **General Civil - Superior Court** [start now >](#)  
Attach your existing documents for electronic filing with the Superior Court.
- ▶ **Appellate Courts Filings** [start now >](#)  
Initiate a case or file into an existing case in the Arizona Supreme Court and the Court of Appeals Division One.

### Testimonials

"TurboCourt provided an easy 3 step process for preparing my legal documents from the comfort of my home! Thanks TurboCourt!"

-- Gloria - Self Represented Litigant in California User of TurboCourt

[more >](#)

### Resources

ACCREDITED BUSINESS BBB

Find us on Facebook

FOLLOW US ON twitter

1. Login
2. Select Appellate Courts Filings **Start Now**

3. Choose the appropriate court

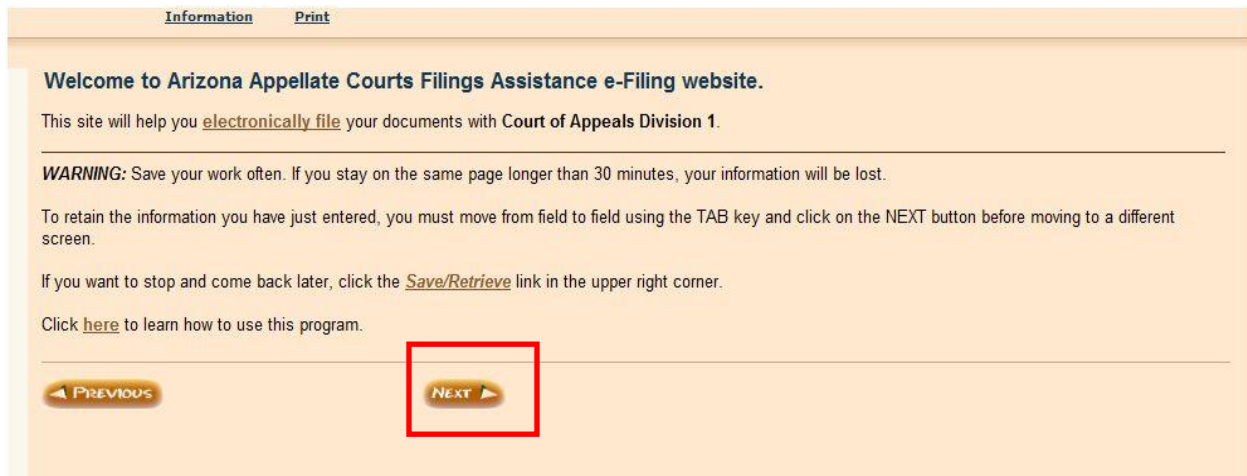
The screenshot shows the TurboCourt website interface. At the top, there's a navigation bar with links for Home, Login, Register, Help, and Quit. A login section is visible with fields for Login and Password, and a Login button. The main heading is 'Prepare and file your case online in 3 EASY STEPS'. Below this, there are three steps: 1. We'll GUIDE you through a customized interview, 2. PREPARE the exact documents you need, and 3. HELP you file\* and prepare the next steps. A red box highlights the 'Where to file\*' dropdown menu, which is currently open, showing options: 'Arizona Supreme Court' and 'Court of Appeals Division 1'. The 'next' button is also visible.

4. Choose, **I am filing into an existing case** and provide case #. Enter case # in the following format, CV-06-1234. Any additional letters or numbers should be removed.

The screenshot shows the TurboCourt website interface after a user has logged in. The user is logged in as 'billjohnson'. The main heading is 'Arizona - Arizona Appellate Courts Filings'. A red box highlights the 'I am filing into an existing case (provide Case # below)' option. Below this, there is a 'Case #' field with an asterisk. An example of case number format is provided: CV-02-1234.

5. Click **Next**

## 6. Click **Next**



[Information](#) [Print](#)

**Welcome to Arizona Appellate Courts Filings Assistance e-Filing website.**

This site will help you [electronically file](#) your documents with **Court of Appeals Division 1**.

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**WARNING:** Save your work often. If you stay on the same page longer than 30 minutes, your information will be lost.

To retain the information you have just entered, you must move from field to field using the TAB key and click on the NEXT button before moving to a different screen.

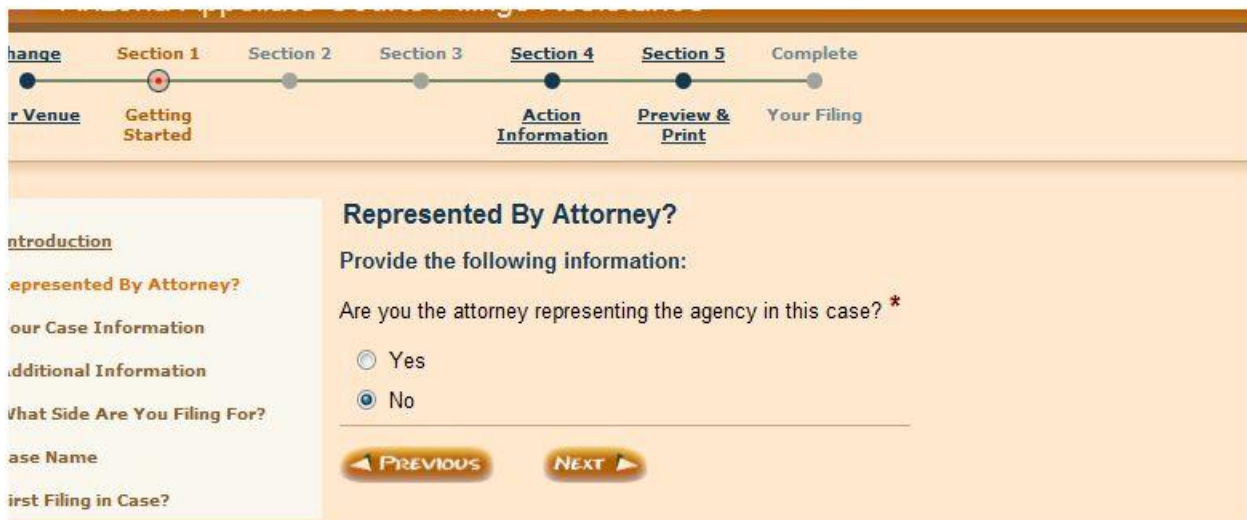
If you want to stop and come back later, click the [Save/Retrieve](#) link in the upper right corner.

Click [here](#) to learn how to use this program.

[PREVIOUS](#) [NEXT](#)

## 7. Answer No, **you are not the attorney representing the agency on the case.**

## 8. Click **Next**



[Change Venue](#) [Section 1 Getting Started](#) [Section 2](#) [Section 3](#) [Section 4 Action Information](#) [Section 5 Preview & Print](#) [Complete Your Filing](#)

[Introduction](#)  
[Represented By Attorney?](#)  
[Your Case Information](#)  
[Additional Information](#)  
[What Side Are You Filing For?](#)  
[Case Name](#)  
[First Filing in Case?](#)

**Represented By Attorney?**

Provide the following information:

Are you the attorney representing the agency in this case? \*

☐ Yes  
☒ No

[PREVIOUS](#) [NEXT](#)

9. Verify case information.

10. Click **Next**

The screenshot shows a progress bar at the top with six stages: Section 1 (Getting Started), Section 2, Section 3, Section 4 (Action Information), Section 5 (Preview & Print), and Complete. Below the progress bar, the 'Your Case Information' section is active. It displays a summary of the case information provided: 'you are filing a document in an existing case' and 'the case number is CR-05-4569'. Navigation buttons for 'PREVIOUS' and 'NEXT' are visible. A sidebar on the left lists other sections: Introduction, Represented By Attorney?, Your Case Information, Additional Information, What Side Are You Filing For?, and Case Name. A disclaimer at the bottom states: 'This program is not intended as a substitute for a lawyer. We recommend that you seek legal advice by consulting with a lawyer.'

11. Verify your name and select address **in the USA**.

12. Click **Next**

The screenshot shows the 'Your Information' section. A note indicates the email address is 'AttorneyGeneralsOffice@ag134.com' and suggests clicking 'Your Profile' to update it. The 'Tell us your:' section contains fields for Salutation (dropdown), First Name (Attorney), Middle Name or Initial (empty), Last Name (Generals Office), Suffix (dropdown), Assumed Name Type (dropdown), and Assumed Name (empty). The Telephone Number field is pre-filled with '( 602 ) 590 - 1414 x'. The 'Your address is:' section has radio buttons for 'in the USA' (selected) and 'outside of the USA'. Navigation buttons for 'PREVIOUS' and 'NEXT' are at the bottom. A sidebar on the left lists sections: Introduction, Represented By Attorney?, Your Case Information, Your Information (active), Additional Information, What Side Are You Filing For?, and Case Name.

13. Type in your work address, or the address you want the court to have on file for you.

14. Click **Next**

The screenshot shows a web form titled "Your Address" with a sidebar on the left containing navigation links: "Introduction", "Represented By Attorney?", "Your Case Information", "Your Information", "Your Address" (highlighted in orange), "Additional Information", "What Side Are You Filing For?", and "Case Name". The main content area is titled "Your Address" and asks the user to "Provide the following information:". The fields are: "Firm/Agency Name \*" with the value "Maricopa County Court Reporters", "Address 1 \*" with "101 W Jefferson", "Address 2" (empty), "City \*" with "Phoenix", "State \*" with a dropdown menu showing "Arizona", and "Zip Code \*" with "85003". At the bottom are "PREVIOUS" and "NEXT" buttons.

15. Select **I am a court reporter** and enter your court reporter certification number

16. Click **Next**

The screenshot shows a web form titled "Additional Information" with the same sidebar as the previous form. The main content area asks the user to "Check the box next to the statement that applies to your situation and provide the requested information:". There are five options, each with a checkbox: "I am filing as an amicus curiae in this case", "I am a court reporter for this case Provide your Court Reporter Certification Number:" (this option and its text are highlighted with a red rectangle), "I am a transcriptionist for this case", "I have been appointed by the Court to act as Advisory Counsel in this case", and "I have been appointed by the Court to act as Counsel in this case". There is also an unchecked checkbox for "I am Pro Hac Vice". At the bottom are "PREVIOUS" and "NEXT" buttons.

17. Select the document you plan to file. If you are filing a transcript you must also enter the hearing date.

18. Click **Next**

**Lead Document #1 - Select Document**

According to the information you've just provided:

- you want to file subsequent document(s) in the Court of Appeals Division 1

---

**Note:** You may attach up to 4 [lead documents](#) per submission.

---

**Document #1 \***

☐ Reporter's Transcripts

☐ Motion for Extension of Time to File Transcripts

☐ Affidavit

☐ Notice of Errata

If 'Reporter's Transcripts', what is the hearing date? \*  (mm/dd/yyyy) ☐ AM ☐ PM ☐ Other

[◀ PREVIOUS](#) [NEXT ▶](#)

19. Select yes if you have additional documents to file.

20. Select no if you have no additional documents to file.

21. Click **Next**

**Lead Document #2 - Select Document**

You have just selected the following [lead document\(s\)](#):

**#1: Reporter's Transcripts**

---

Do you want to file another [lead document](#)? \*

☐ Yes (answer question below)

☐ No

---

If 'Yes', select **Document #2** \*

☐ Reporter's Transcripts

☐ Motion for Extension of Time to File Transcripts

☐ Affidavit

☐ Notice of Errata

If 'Reporter's Transcripts', what is the hearing date? \*  (mm/dd/yyyy) ☐ AM ☐ PM ☐ Other

[◀ PREVIOUS](#) [NEXT ▶](#)

## 22. Select **Next**

Our automated review process has found no technical problems with your answers.

Click "Next" to proceed to the final steps. Based on your answers, a Form Set Number will be generated. The Form Set includes all forms produced by this program and any documents you attach, if permitted, within this program.

You will select from the available services and pay the appropriate fees where applicable.



## 23. Scroll to the bottom of your screen.

## 24. Click **Attach**

**YOUR DOCUMENTS** INFO

This site accepts the following file types as attachments: Adobe Acrobat Portable Document Format (.PDF), Microsoft Word 2007 and later versions (.DOCX) and OpenDocument word processing documents (.ODT).

To create Adobe PDF documents you must use applications that include built-in PDF capabilities—such as Office applications. You can also convert your file into Adobe PDF document using Create Adobe PDF Online, available at <http://createpdf.adobe.com>.

Reporter's Transcripts \*

**Attach**

**Attach Supporting Documents**

Instructions: To attach a supporting document, please click on the 'Attach' link on the right. You can attach up to 3 supporting documents to this main document.

**Attach**

**REVIEW / EDIT YOUR ANSWERS**

**NEXT**

25. Title your document (title your document in the same format as the example in the illustration).

26. Click **Browse**, find your document on your computer and click **open**.

27. Click **Save**

The screenshot shows a web browser window titled "TurboCourt - Legal Paperwork Assistance - Attach Main Document - Mozilla Firefox". The address bar shows the URL: <https://gamma.turbocourt.com/go.jsp?act=actShowCaseAttachmentScreen&tmstp=1311789095526&fld=fldEdeliveryServ>. The page title is "Attach Main Document".

The main content area contains the following text:

This website accept PDF, ODT and DOCX attachments. If submitting in pdf, this website accept only Adobe Acrobat Portable Document Format (PDF).

To create Adobe PDF documents you must use applications that include built-in PDF capabilities--such as Office applications. You can also convert your file into Adobe PDF document using Create Adobe PDF Online, available at <http://createpdf.adobe.com>.

Allowed attachment extensions: pdf,odt,docx

**Document Type** Reporter's Transcripts

**Title/Description \*** Reporter's Transcript-7/11/11-Jury Trial-Day 1 (Diane Wilson)

**Attached File** [Transcript 7.11.11 Day 1 AM.docx](#)

**Attach Different File**

**Steps to Attach Your Document**

1. If you need to attach a PDF file and you do not already have your document saved as a PDF file, please save/convert it to a PDF now.
2. Enter the document title as it appears on the document in the Title/Description field above.
3. Press the Browse button above. A pop-up window will open. Select your saved file from the Choose file dialog box and press the Open button. You can upload any single file up to 10MB. Any file that is larger in size will cause a failed upload.
4. Press the Save button above. Depending on the size of your file, this attachment process could take several minutes. Watch the status bar at the bottom of the window to see when the process is completed.

**Note:** When the attachment process is completed, this Attach Document window will automatically close and you will return to the e-Deliver page. The file you just attached will now be listed under "Your Documents."

The status bar at the bottom of the window shows "Done" and a lock icon.

a. Document must be saved as DOCX, PDF, or ODT to proceed

## 28. Click **Next**

To create Adobe PDF documents you must use applications that include built-in PDF capabilities--such as Office applications. You can also convert your file into Adobe PDF document using Create Adobe PDF Online, available at <http://createpdf.adobe.com>.



Reporter's Transcripts: transcripts\*



Attach Supporting Documents

Instructions: To attach a supporting document, please click on the 'Attach' link on the right. You can attach up to 3 supporting documents to this main document.



◀ REVIEW / EDIT YOUR ANSWERS

NEXT ▶

29. Scroll to the bottom of the page.
30. Enter any party you want to receive a courtesy notification of your transcription filing (if applicable).
31. Agree to user terms and conditions.
32. Enter your first and last name.
33. Click **Edeliver**



### Courtesy Notifications

To send a courtesy e-mail of TurboCourt e-filing notifications to other recipients, provide the email addresses below. Use a comma (,) to separate multiple email addresses. Do not include the judge, judicial assistant or clerk of court.

Send To:

Note: Courtesy email messages will not include filed documents and this does not constitute service. Only filing details will be provided (case #, filing date, etc.).

#### Customer Message





To read **User Agreement** with filing terms and conditions please click [here](#).

☐ \* I agree to the terms and conditions in the User Agreement

I, a person representing myself or  
I, the attorney or  
I, a person who has authorization to sign on behalf of the attorney,  
declare under penalty of perjury that the information I have provided herein is true and correct.

First Name \*  Last Name \*





34. Check filing details and ensure filing status changed from completed to either filing pending or delivered

11/09/2011 11:00 AM Court of Appeals Division 1 / Court of Appeals Division 1

Timeout in 30 min User: attorneygeneral

**Filing Details** [Add Keyword/Matter #](#) [Change My Notification Status](#) [Request My Forms](#) [Copy for New Form Set](#) [List My Forms](#)

<b>Filing Details</b>	<b>Form Set #</b> 21473	<b>Case #</b> CR-06-0314
<b>Keyword/Matter #</b>		<b>Status</b> Delivered
<b>Filing Type</b>	Arizona Appellate Courts Filings	<b>Location</b> Court of Appeals Division 1 / Court of Appeals Division 1
<b>Customer Name</b>	Attorney Generals Office	<b>Customer Email</b> AttorneyGeneralsOffice@ag134.com
<b>Delivery Date &amp; Time</b>	11/09/2011 4:35 PM MST	<b>Filing Date &amp; Time</b>
<b>Notification Status</b>	No emails at all - I will log onto the website often to check the status of my filings	

Your filing was successfully completed and delivered. You will be notified when your forms have been processed. Remember to log in regularly to check the status of your

**Your Forms**

☒ **Summary Sheet** [View](#)

**Attached Documents**

☒ **Reporter's Transcripts: lfj** [View](#)

☒ **Reporter's Transcripts: reporters transcript** [View](#)

# Filing multiple transcripts:

Choose **reporters transcript** and enter hearing date and time

### Lead Document #1 - Select Document

According to the information you've just provided:

- you want to file subsequent document(s) in the Court of Appeals Division 1

---

**Note:** You may attach up to 4 lead documents per submission.

---

Document #1 \*

☒ Reporter's Transcripts

☐ Motion for Extension of Time to File Transcripts

☐ Affidavit

☐ Notice of Errata

If 'Reporter's Transcripts', what is the hearing date? \*  (mm/dd/yyyy) ☐ AM ☐ PM ☐ Other

PREVIOUS

NEXT

Continue to next pg.

1. Answer **yes, you want to file another lead document** and
2. Choose **reporters transcript** again.
3. Enter 2<sup>nd</sup> hearing date and time.

Repeat this process until you have selected the # of transcripts you wish to attach for that case (up to 4 per submission)

The screenshot shows a web form titled "Lead Document #2 - Select Document". It has a light orange background. At the top, it says "You have just selected the following lead document(s):" followed by "#1: Reporter's Transcripts". Below this is a red-bordered box containing the question "Do you want to file another lead document? \*" with two radio button options: "Yes (answer question below)" and "No". A callout box with the number "1." points to this question. Below the radio buttons is the instruction "If 'Yes', select Document #2 \*". A second red-bordered box contains four radio button options: "Reporter's Transcripts", "Motion for Extension of Time to File Transcripts", "Affidavit", and "Notice of Errata". A callout box with the number "2" points to the "Reporter's Transcripts" option. Below this is a third red-bordered box containing the question "If 'Reporter's Transcripts', what is the hearing date? \*" followed by a date input field with the placeholder "(mm/dd/yyyy)", and three radio button options: "AM", "PM", and "Other". A callout box with the number "3." points to this date and time section. At the bottom of the form are two buttons: "PREVIOUS" with a left arrow and "NEXT" with a right arrow.

See next pg.

This is an example of what your attachment page will look like once you have selected to attach more than one transcript.

If you cannot view your forms press the "Request My Forms" toolbar button to receive the forms by email.

---

**Your Completed Forms**  
(based on your answers to the questionnaire) info

---

**Summary Sheet** View

---

**Your Documents** info

This site accepts the following file types as attachments: Adobe Acrobat Portable Document Format (.PDF), Microsoft Word 2007 and later versions (.DOCX) and OpenDocument word processing documents (.ODT).

To create Adobe PDF documents you must use applications that include built-in PDF capabilities--such as Office applications. You can also convert your file into Adobe PDF document using Create Adobe PDF Online, available at <http://createpdf.adobe.com>.

**Reporter's Transcripts \*** Attach View Remove

---

**Attach Supporting Documents**  
Instructions: To attach a supporting document, please click on the 'Attach' link on the right. You can attach up to 3 supporting documents to this main document. Attach View Remove

---

**Reporter's Transcripts \*** Attach View Remove

---

**Attach Supporting Documents**  
Instructions: To attach a supporting document, please click on the 'Attach' link on the right. You can attach up to 3 supporting documents to this main document. Attach View Remove

---

**Reporter's Transcripts \*** Attach View Remove

---

**Attach Supporting Documents**  
Instructions: To attach a supporting document, please click on the 'Attach' link on the right. You can attach up to 3 supporting documents to this main document. Attach View Remove

---

◀ REVIEW / EDIT YOUR ANSWERS NEXT ▶

Attach all transcripts and continue filing instructions found on pg. 18.